



## **MAYOR'S CHIEF OF STAFF**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of professional level duties involved in the research and analysis of complex municipal policy issues for the Mayor; to serve as a communication and policy liaison between the Mayor's Office, the City Manager's Office, other City departments, and the general public; and to supervise other support staff for the Mayor's Office.

### **Supervision Received and Exercised:**

Receives general direction from the Mayor or his/her designee.

Exercises supervision over lower level professional and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Work with the Mayor and City departments to research and analyze complex public policy issues for the Mayor and prepare reports accordingly; recommend goals and objectives for the Mayor's office; assist in the development of policies and procedures for the Mayor's office; participate in meetings to discuss and evaluate policies and procedures.
- Prepare and present reports on issues and other necessary correspondence; brief the Mayor; develop possible position statements for the Mayor; research and draft the Mayor's speeches, articles, editorials, and policy statements.
- Assist in development of the Annual Performance Report, advance theme and Mayor's message.
- Attend City Council meetings; prepare City Council consensus reports.

*Effective Date November 1988*

*Revised April 1999*

*Revised July 2000*

*Revised July 2002 Range Changed*

*Revised February 2005 – range adjustment*

## CITY OF TEMPE

### Mayor's Chief of Staff (continued)

- Meet and confer with citizens to remedy problems and discuss City policies and procedures; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Participate on a variety of boards and commissions, including the Tempe Human Relations Commission; serve on intergovernmental and citizen committees; serve as a City representative at citizen committees; prepare and deliver a variety of presentations to City department staff, City Council, and civic and citizen organizations.
- Prepare award and grant applications.
- Serves as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Three years of increasingly responsible experience in program administration, research or finance preferably in municipal government.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a related field. A Master's degree is highly desirable.

**This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City Council can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 0300**

**Salary Range: 155**

**FLSA: Exempt**

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